

REPORTING REQUIREMENTS CENTERS OF EXCELLENCE FY 2006-07

1. **March 8, 2007.** Interim report is due. Reports must include the following information:
 - **Program Activities** - a brief outline of the status of activities and or progress to date (limited narrative). Example of a summary form is attached.
 - **Problems**--a brief description of any programmatic problems experienced and possible solutions (only if there are problems).
 - **Budget**--provide budget statements as of February 1, 2007.
2. **May 5, 2007.** Formal request for funding for project year 2007-08 is due (Only for Centers which will be under state funding in 2007-08). Requests must include the following information:
 - **Goals and objectives** - include a research agenda as related to the Center's goals and objectives.
 - **Proposed Center activities during 2007-08** - A project time line to accomplish these goals and objectives should accompany the narrative describing the activities, which must include steps to be taken to accomplish the Center's research agenda (format attached).
 - **Specific outcomes** - Those expected as a result of Center activities and how progress toward meeting those outcomes will be measured at year's end.
 - **Plan for developing an influential constituency for the Center** This plan should detail the specific steps to be taken during 2007-08 to develop an awareness of and support for the Center's activities by internal and external stakeholder groups that are important to the Center's continued operations.
 - **Proposed budget** - This should show both the grant and institutional/external match for FY 2007-08. Both a budget by programs and a line item budget with accompanying budget notes should be provided (see attached forms for format). The proposed budgets must be approved by the institution's chief executive officer, or designee. Also included is a chart to indicate the percentage of funds used for salaries and other operating expenses by funding source.

Please plan on funding at approximately the following levels for FY 2007-08.

Center of Excellence for the Advancement of Rural, Under-Performing Schools	\$110,696
Center of Excellence for Engineering and Computing Education	\$110,333
Center of Excellence to Prepare Teachers of Children of Poverty	\$110,333
Center of Excellence in Collaborative Learning	\$98,246
Center of Excellence for Adolescent Literacy and Learning	\$112,348
Center of Excellence for the Advancement of New Literacies in Middle Grades	\$135,000

3. **August 27, 2007** - End-of-the-year project and budget report is due. Final reports should include the following information:

- **Goals and Objectives for your Center in 2006-07**
- **Program Activities** - a description of activities completed during the 2006-07 project year. (Summary form example attached)
- **Plan for Collaboration**--a description of steps taken during 2006-07 to create awareness of and support for the Center's activities by internal and external stakeholder groups (teachers, district personnel, campus-based personnel, other Centers of Excellence, etc), which are important to the successful continuation of the Center's operations.
- **Research Agenda** -- a description of any research undertaken as a part of the Center's goals and objectives during 2006-07.
- **Evaluation and Assessment** -- specific outcomes achieved as a result of the Center's activities and how these outcomes were measured.
- **Problems** -- description of any administrative, programmatic, or budgetary problems experienced and their resolution.
- **Effectiveness**--specific information concerning how the Center has improved teachers' and/or teacher educators' effectiveness or instructional priorities.
- **Budget**--a final financial report depicting grant allocations and expenditures by line item; appropriations and expenditures of institutional matching/external

funds; unexpended balance of funds at year's end. If any of the institutional/matching funds are authorized to be carried forward, please indicate. Also included is a chart to indicate the percentage of funds used for salaries and other operating expenses by funding source. Any unexpended EIA (Commission) funds should be returned to the Commission. The budget should be approved by the institution's fiscal agent. No final budget form is included but the final budget must show matching funds and expenditures as well as Commission funds and expenditures.

Required forms can be found on the CHE website at
<http://www.ches.edu/academicaffairs/ctrExcelHm.htm>